WEEKLY REPORT FOR WEEK ENDING 15 December 1959
FROM
FORMS MANAGEMENT BRANCH

1. Contributions

   a. Tangible

      (1) Completed 32 actions requiring the printing of 718,900 copies of forms.

      (2) Six new and 10 revised forms approved.

      (3) Three forms redesignated and eight forms declared obsolete.

2. Assignments

   a. Active

      (1) Forms Analysis Projects:

Analyst	New	Revised	Totals
25X1	0	5	5
	2	2	4
	1	0	1
	6	2	8
Totals	9	9	18

      (2) Employee Suggestions:

Analyst	Pending
25X1	1

      (3) Information Reports Forms and Systems [25X1]   25X1

      (4) Revision of Dispatch Form [ ]   25X1

      (5) Improved Management of Stocked Forms [ ]   25X1

      (6) Revision of Security Officer Check List, Security Check Sheet, and their coordination with Security Check Sheet Holder [ ]   25X1

      (7) Forms Management Orientation Seminar [ ]   25X1
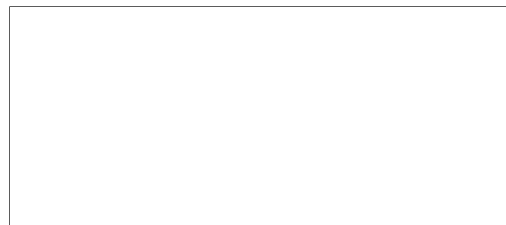
(8) Revision of Form 39, "Request for Approval of Form " [blank]   25X1

(9) Computer System Forms for RCA-501 [blank]   25X1

(10) American Management Association Workshop Seminar #614-49, "Organization and Management of an Effective Records Retention Program" [blank]   25X1

(11) "Headquarters Property Turn-in Document, Form 1707 [blank]   25X1

Out for coordination in DD/P

(12) Survey of all forms under the new numbering system not ordered for eighteen months or more [blank]   25X1

The survey of 560 forms is now 58% completed.

(13) Survey of all forms of other Government Agencies not ordered for eighteen months or more [blank]   25X1

The survey of 168 forms is now 63 % completed.

b. Inactive

(1) Pseudo-Crypto Request Form [blank]   25X1

(2) New Building Site- Systems, Forms and Badges [blank]   25X1

(3) Joint CS-JCS Plan Form [blank]   25X1

(4) Forms Management Round Table [blank]   25X1

3. News

a. [blank] is on three weeks leave in Hawaii.   25X1

b. [blank] is attending the American Management Association Workshop Seminar #614-59 in New York City, ## "Organization and Management of an Effective Records Retention Program. He is chairing the program on   25X1

c. [blank] formerly a member of our staff is presently on detached service with FMB.   25X1

[blank]   25X1